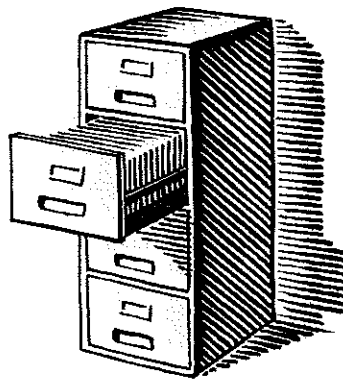


Safety Documentation



Emergency Equipment Inspections

Safety Documentation Criteria for Emergency Equipment Inspections

Item of Equipment	When Completed	Standard	Responsibility	Years Retained
Automated External Defibrillator Maintenance Checklist	Monthly (2)	Commonwealth of Kentucky Education and Workforce Development Cabinet Automated External Defibrillator Policy	Management or staff assigned by management.	2
Bio-Hazard Kits	Monthly (2)	See guidance document on Safety Documentation or Safety Documentation Criteria	Management or staff assigned by management.	1
Emergency Lights	Monthly (2)	See guidance document on Safety Documentation or Safety Documentation Criteria	Management or staff assigned by management.	2
Exit Signs	Monthly (2)	See guidance document on Safety Documentation or Safety Documentation Criteria	Management or staff assigned by management.	2
Fire Alarm Pull Stations	Per Kentucky Fire Code	Per Kentucky Fire Code	Outside specialist	2
Fire Alarm Pull Stations	Every two months-Visual only to verify no damage and accessible. (2)	See guidance document on Safety Documentation or Safety Documentation Criteria	Management or staff assigned by management.	2
Fire Alarms	Per Kentucky Fire Code	Per Kentucky Fire Code	Outside specialist	2
Fire Alarms	Every two months-Visual only to verify no damage and accessible. (2)	See guidance document on Safety Documentation or Safety Documentation Criteria	Management or staff assigned by management.	2
Fire Extinguishers	Monthly (1)	See guidance document on Safety Documentation or Safety Documentation Criteria	Management or staff assigned by management.	2
First Aid Kits	Monthly (2)	See guidance document on Safety Documentation or Safety Documentation Criteria	Management or staff assigned by management.	2
Heat and Smoke Detectors	Per Kentucky Fire Code	Per Kentucky Fire Code	Outside specialist	2
Heat and Smoke Detectors	Every month-Visual only to verify no damage and accessible.	See guidance document on Safety Documentation or Safety Documentation Criteria	Management or staff assigned by management.	2
Sprinklers	Per Kentucky Fire Code	See guidance document on Safety Documentation or Safety Documentation Criteria	Outside specialist	1

(1) Documentation is maintained on the card attached to each extinguisher.

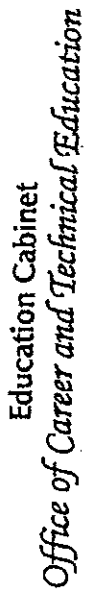
(2) Use attached forms to maintain documentation:

Emergency Equipment-This form is used to record the monthly inspections of all safety equipment except for fire extinguishers.

Safety Documentation Criteria for Emergency Equipment Inspections

First Aid Kit Inspection Documentation-This form can be use to record in more detail the monthly inspections of first aid kits. If this form is used, the inspections of first aid kits is not recorded on the Emergency Equipment form.

Automated External Defibrillator Maintenance Checklist-This form is used to record the monthly inspections of all AEDs.



Emergency Equipment: Bio-Hazard Kits, Emergency Lights, Exit Signs, Fire Alarm Pull Stations, Fire Alarms, First Aid Kits, Heat and Smoke Detectors

School:		Program:		Instructor:	
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OCTE
Rev. January 2006

Equal Education and Employment Opportunities M/F/D

**PPM
Safety - Instructional Programs**

Automated External Defibrillator Maintenance Checklist

American Heart Association Copyright 2001

Please refer to manufacturer's user's manual for information and proper annual maintenance procedures.

Date _____ Facility _____

Location in Facility _____ Inspected By _____

Criteria	Status	Corrective Action/Comments
AED		
Placement visible, unobstructed and near phone		
Verify battery installation		
Check the status/service indicator light		
Note absence of visual/audible service alarm		
Inspect exterior components and sockets for cracks		
Supplies		
Two sets of AED pads in sealed package		
Check expiration date on pad packages		
Pocket mask with one-way valve		
Examination gloves		
Razors		
Absorbent gauze or hand towels		



Education Cabinet
Office of Career and Technical Education

Emergency Eye Wash - Activation Test

School:	Program:	School Year:
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WEEK (Beginning with First Week of July)	DATE	INITIALS	FLOW		CAPSON		WATER CLEAN		BOWL CLEAN		COMMENTS
			OK	BAD	YES	NO	YES	NO	YES	NO	
1											
2											
3											
4											
5											
6											
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OCIE

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First Aid Kit Inspection Documentation

		Classroom		Laboratory	
		Yes	No	Yes	No
Allowed in ATC First Aid Kits:	Alcohol wipes				
	Band aids, large				
	Band aids, small				
	Bandages, rolled				
	Gauze, 4 x 4 inch				
	Hydrogen peroxide (bottle only)				
	*Deteriorates with age dispose of at expiration date.				
	*Deteriorates if exposed to light, heat or dust.				
	*Keep lid closed away from heat.				
	*If opened, keep lid closed and dispose of at expiration date.				
Not Allowed in ATC First Aid Kits:	Materials required to stop bleeding and cover wounded areas				
	Eye protection				
	Pocket face masks				
	Rubber gloves				
	Scissors				
	Tweezers				
	Burn sprays				
	Ice packs				
	Ointments				
	Oral medicine				
Salves					
References:	OCTE Policies and Procedures Manual Cabinet Policy dated August 1, 2002 Pharmacist				

